

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE CT Lndscp Maint Wkr	OFFICE/BRANCH/SECTION District 12 /Maintenance / Field Maintenance	
WORKING TITLE Caltrans Landscape Maintenance Worker	POSITION NUMBER 912-621-6297-918	REVISION DATE 11/12/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under the direction of the Caltrans Maintenance Supervisor or guidance of a Caltrans Landscape Maintenance Leadworker, the Caltrans Landscape Maintenance Worker maintains functional and landscape plantings; weed control; soil sterilization; mixes and applies chemicals for weed and insect control; operates and maintains various light equipment and performs general laboring tasks associated with the maintenance of the State Highway system. The incumbent may be required to work overtime, work irregular shifts/alternate work schedules including nights, holidays, and weekends; may be required to work temporary and/or intermittent varied work shifts and required to respond to emergency situations and calls. May be loaned to other cost centers. This position is represented under collective bargaining.

This classification requires a valid California class C driver's license. Possession of a Qualified Applicators Certificate is desirable.

**CORE COMPETENCIES:**

As a CT Lndscp Maint Wkr, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Safety First - Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Safety First - Engagement, Innovation)
- **Ethics and Integrity:** Demonstrated concern to be perceived as responsible, reliable, and trustworthy. Respects the confidentiality of information or concern shared by others. Honest and forthright. Conforms to accepted standards of conduct. (Cultivate Excellence - Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Safety First, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity)
- **Relationship Building:** The ability to develop and maintain internal and external trust and professional relationships, which includes listening and understanding to build rapport. (Cultivate Excellence, Lead Climate Action - Engagement, Equity, Integrity)
- **Organizational Awareness:** Contributes to the organization by understanding and aligning actions with the organization's strategic plan, including the mission, vision, goals, core functions, and values. (Cultivate Excellence, Advance Equity and Livability in all Communities - Engagement)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First - Engagement, Equity, Integrity)
- **Planning and Results Oriented:** Organizes and executes work to meet organizational goals and objectives while meeting quality standards, following organizational processes, and demonstrating continuous commitment. (Cultivate Excellence - Integrity, Pride)
- **Organizational Skills:** Keeps work prioritized and organized. Logically approaches situations. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement)

**TYPICAL DUTIES:**

Percentage  
Essential (E)/Marginal (M)<sup>1</sup> Job Description

**ADA Notice**

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

## POSITION DUTY STATEMENT

DOT PM-0924 (REV 08/2024)

---

40%	E	Maintains functional and landscape plantings within the State Highway System right-of-way by cutting and pruning shrubs and trees using a variety of equipment including chainsaws, pruning shears, and other brush chippers, and other tools. Performs ground-cover maintenance by watering, fertilizing, weeding, mulching, trimming, and edging using a variety of equipment including: weed eaters, hedge trimmers and mowers mixing and using chemicals for weed and insect control (herbicides/pesticides); debris removal such as branches, brush, trash, graffiti removal from sound walls and signs within the highway right of way. Assists in repairs and maintains underground and above ground irrigation systems, plumbing and controllers.
35%	E	Uses and maintains proper traffic control devices and assists with closing of on ramps, and traffic lanes. Operates manual/power hand tools and performs manual labor tasks. Assist in cleaning up highway spills. Operates "pilot-car", flagging duties and other traffic control procedures. Operates two-way radios.
20%	E	Operates and maintains various maintenance landscape equipment requiring a class C driver's license. Incumbent shall follow prescribed methods of equipment as instructed by Maintenance Equipment Training Academy (META) and their supervisor and use the Pre-op and Post-op checklist for reporting any signs of problems to their supervisor. Services and makes minor repairs on equipment as instructed by META. May perform any of the duties outlined under Caltrans Highway Maintenance Worker and other related work.
5%	M	Prepares reports and other paperwork as necessary.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

---

### SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None.

---

### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Possession of a valid class C drivers' license. Must be able to operate automatic and manual transmissions.

Knowledge: Operation and care of automotive equipment including light trucks, vans and automobiles; gas and diesel power tools such as brush chippers, pesticide spray rigs, tractor movers, chainsaws, weed eaters, hedge trimmers and mowers; hand tools such as hoe, shovel, broom, rake, pitchfork, wrenches, screwdrivers, etc.; maintenance of landscape planting; use of weed and pest control methods and materials. Knowledge of basic safe work practices to protect their own safety and health and that of others. Must possess a knowledge of statewide Maintenance functions and the mission, goals, organization, and procedures of the Department of Transportation.

Abilities and Analytical: Ability to communicate and follow oral and written instructions at a level required for successful job performance; operate and communicate clearly over a two-way radio system; do manual labor; keep records. Ability to recognize common diseases and pests related to plants that are for landscaping for highway facilities. Ability to use equipment required in highway plantings and landscaping maintenance. Ability to assist in work relating to the landscape of highways, and safety roadside rest facilities. Must be able to recognize and respond appropriately to emergency situations.

Ability to operate automatic and manual transmissions is desirable.

---

### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Poor judgment could result in danger and possible injury or loss of life for the traveling public or Caltrans employees.

---

### PUBLIC AND INTERNAL CONTACTS

Occasional contact with the traveling public; contact with State Highway Patrol and other law enforcement agencies; internal contact with crew members and supervisors.

---

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: The incumbent will be required to do heavy manual labor including moving/placing heavy objects by lifting, pulling, pushing and carrying; as well as power grasping, squatting, stooping, kneeling, bending, twisting, reaching, climbing, walking on uneven/unstable ground; working in confined spaces; and standing or sitting for prolonged periods. May be required to sit in/on and drive or operate maintenance and landscape vehicles. The incumbent will be required to wear earplugs for loud noises, wear respirators and appropriate safety gear at all times. The incumbent will be required to clean up in the event of vehicle accidents,

---

#### ADA Notice

This document is available in alternative accessible formats. For more information, please contact the Forms Management Unit at (279) 234-2284, TTY 711, in writing at Forms Management Unit, 1120 N Street, MS-89, Sacramento, CA 95814, or by email at Forms.Management.Unit@dot.ca.gov.

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

hazardous spills or general trash and debris. The incumbent must be able to hear and see, with or without corrective assistance, at a satisfactory level to ensure the safety of the employee and others. This position is a drug sensitive class. The incumbent will be required to pass a pre-employment drug test and subject to reasonable suspicion testing during appointment. Incumbent will be required to take random drug tests throughout appointment.

**Mental & Emotional:** Must have the ability to develop and maintain cooperative working relationships; respond appropriately to different situations; recognize emotionally charged issues or problems; and cope with and respond to emergency situations such as traffic/weather conditions and other natural disasters. Will be required to deal with public and crew under stressful and possibly adverse conditions. Must be able to focus on precise work beyond the distractions of traffic, be emotionally stable, alert, and aware always. This position is responsible for working cooperatively with team members and supervisors to identify innovations that will increase productivity, reduce cost, and maintain or improve quality. This position must adhere to the customer service standards set by their unit and provide high quality service to both internal and external customers.

**WORK ENVIRONMENT**

The employee will be based at a Maintenance Station in a climate controlled environment under artificial lights, but most of the duties and time will be spent outdoors operating equipment and/or performing manual labor. Weather conditions vary from a cold, windy and wet winter climate to a very hot and dry summer climate. May be exposed to dirt, dust, fumes, hot materials, chemicals, loud noises, inclement weather, steep, uneven and/or unstable terrain, fast moving traffic, and/or extreme temperatures. May be required to sit or stand for long periods of time. May be exposed/put in stressful situations. Will be required to wear long pants and appropriate footwear in good condition, and must wear provided Personal Protective Safety Equipment including but not limited to: shirts and/or vests, hard hats, safety glasses, gloves, face shields, respirators, ear plugs, as well as other safety devices deemed necessary. The incumbent will be required to travel extensively throughout the assigned area and may be required to travel and work in other areas in the District.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE